

**UTAH ARMY NATIONAL GUARD**  
**Headquarters, 300th Military Intelligence Brigade (Linguist)**  
**P.O. Box 1776**  
**Draper, UT 84020-1776**

UT-300TH

8 December 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Command Language Program Council Minutes, December 2001

1. The Brigade Command Language Council met at 1800 hours on 5 December 2001 Draper, Utah. Attendees included MAJ Steve Stevens (300<sup>th</sup>), SFC Todd Glover (300<sup>th</sup>), CPT Curtis Turner (141<sup>st</sup>), SSG Carol Hopkins (142<sup>nd</sup>), CW2 Gary Callister (D/142), SFC Dean Sessions (D/142), and 2LT Frederic Pallez (415<sup>th</sup>).

2. Topics discussed from the agenda included:

a. Hot or Suspense Items.

(1) Newsletter/Honor Roll. MAJ Stevens reminded battalions that we would like to see one article per battalion for the linguist newsletter. Both the articles and the quarterly list of current 3/3 linguists for the honor roll are due to SFC Glover by 2 January 2002.

(2) Contract Language Program Overhaul. We spent the bulk of our time revisiting the plan to reinvigorate the contract language program. We reviewed the five major areas discussed over the past couple of months and recommitted to complete or reassigned the action items associated with these areas. At least the drafts of these items need to be finished by the next council meeting so the final versions can be completed before contract language instruction actually begins.

(a) Attendance. MAJ Tolman had accepted the task of designing a tool for tracking individual soldier class attendance and an SOP to accompany it. It should allow for maintaining a record of the number of hours soldiers attend and for indicating the level of their participation in class. Instructors will be required to maintain the original and to submit copies with their invoices in order to receive payment. Companies will be required to total the number of hours at the end of the contract and input the information into the soldier's Individual Linguist Records (ILRs) and the brigade's linguist database.

(b) Instructor Evaluation. MAJ Stevens committed to prepare or select a tool for evaluating our language instructors. This should consider contract compliance, teaching proficiency, and effectiveness. It will mandate that instructors receive concrete feedback on their performance. It should allow for maintaining records and collecting lesson plans and materials developed as part of government contracts.

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(c) Student Evaluation. SSG Hopkins was assigned to take over CPT Rice's responsibility for drafting a plan for measuring the effectiveness of our contract language instruction. This may involve a grading system for teachers to use with students. For students it should be an added incentive for attending, participating in, and learning from class. For teachers it might give them some needed leverage in maintaining student interest and discipline in the classroom and in getting students to complete homework assignments.

(d) Class Leaders. SFC Glover will develop guidelines and training for Class Leaders. They need to be trained prior to the beginning of the contract language instruction. They need to know their role, be given the tools to perform the job, and understand how to evaluate instructor performance and maintain class discipline.

(e) Instructor Evaluation. MAJ Stevens and SFC Glover reported on the pre-service meeting held 1 December for contract language instructors. Overall, the response was positive. Most instructors were pleased at our efforts to meet with them. It was a great opportunity for them to network and build a support group. MAJ Stevens, SFC Glover, and CPT Hult conducted the training. For greater detail see the Pre-Service AAR.

b. Regular Review Items.

(1) Technology.

(a) Web Site. MAJ Stevens informed the council that he has added and is working on a section on the CLP Web site for language instructors. This area provides our instructors with ideas and links for resources and professional development. MAJ Stevens also commented that it has been several months since any soldier had offered input for the Web site and encouraged units to solicit feedback from the troops

(b) Database. SFC Glover reported on changes and progress on the new Brigade Language Administration Tool (LAT). He recently conducted a demonstration and familiarization training for all the AGRs in the brigade who administer DLPTs, which including "hands on" practice inputting DA 330 information into the database.

(2) Inventories. Both SFC Glover and MAJ Stevens stressed the importance of language material inventory. Both the 141<sup>st</sup> and 142<sup>nd</sup> reported having made progress. MAJ Stevens asked for a soft copy of what has been completed at the next meeting. 2LT Pallez committed to conduct an inventory of the 415<sup>th</sup>'s language materials.

c. Other Review Items from Past Meetings. MAJ Stevens reported that he discussed the linguist ribbon concept with COL Ainscough. COL Ainscough wanted to consider the subject before providing additional guidance. MAJ Stevens will follow up before the next meeting.

UT-300TH

8 December 2001

SUBJECT: Brigade Command Language Program Council Minutes, December 2001

3. Next Meeting. The next Brigade Command Language Council meeting is scheduled for Thursday, 9 January 2002 at 1800 hours in Draper.

4. Any questions may be directed to the Brigade Language Support Officer at (801) 620-1907 (DSN 766-3907) or Brigade Command Language Program Manager at (801) 523-4258.

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MAJ, MI, UTARNG  
Language Support Officer

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